



Mid-Region Council of
Governments
REQUEST FOR PROPOSALS

**Planning, Planning Support, and
Implementation of Transit Oriented
Development near NM Rail Runner
Express Stations**

Issued: September 22, 2006
Procurement No. 2007-04

TABLE OF CONTENTS

Page

1.0 INTRODUCTION

1.1 Purpose of this Request for Proposals	2
1.2 Scope of Work	2
1.3 Scope of Procurement	2
1.4 Procurement Manager	2
1.5 Definitions	2
1.6 Background Information	3

2.0 CONDITIONS GOVERNING PROCUREMENT

2.1 Sequence of Events.....	4
2.2 Explanation of Events	4
2.2.1 Pre-Proposal Conference	4
2.2.2 Distribution List Response.....	4
2.2.3 Deadline to Submit Additional Questions	4
2.2.4 Response to Questions/RFP Amendments	4
2.2.5 Submission of Proposal.....	4
2.2.6 Proposal Evaluation.....	4
2.2.7 Selection of Finalists.....	5
2.2.8 Oral Presentation by Finalists.....	5
2.2.9 Best and Final Offers from Finalists	5
2.2.10 Contract Negotiations	5
2.2.11 Contract Award.....	5
2.2.12 Protest of Award	5
2.3 General Requirements	5
2.3.1 Acceptance of Conditions.....	5
2.3.2 Incurring Cost	6
2.3.3 Prime Contractor Responsibility	6
2.3.4 Subcontractors	6
2.3.5 Amended Proposals	6
2.3.6 Offerors' Rights to Withdraw Proposal	6
2.3.7 Proposal Offer Firm	6
2.3.8 Disclosure of Proposal Contents	6
2.3.9 No Obligation	6
2.3.10 Termination of RFP	7
2.3.11 Sufficient Appropriation	7
2.3.12 Governing Law	6
2.3.13 Basis for Proposal	6
2.3.14 Contract Terms & Conditions	6
2.3.15 Approval of Contractor Personnel	6
2.3.16 Contract Deviations	6
2.3.17 Offeror Qualifications.....	6
2.3.18 Right to Waive Technical Irregularities.....	6
2.3.19 Project Team Prohibited Activities.....	6
2.3.20 Notice – Civil & Criminal Penalties	7
2.3.21 MRCOG Rights.....	7
2.3.22 Right to Publish	7

2.3.23 Ownership of Proposals	8
2.3.24 Electronic mail address Required.....	8
2.3.25 Use of Electronic Versions of this RFP	8
3.0 RESPONSE FORMAT AND ORGANIZATION	
3.1 Number of Responses	8
3.2 Number of Copies.....	8
3.3 Proposal Format	9
3.3.1 Proposal Organization	9
3.3.2 Proposal Form	9
4.0 SPECIFICATIONS	
4.1 Project Understanding	9
4.2 Response to Scope of Services	9
4.3 Previous Experience/References	9
4.4 Price	9
5.0 EVALUATION	
5.1 Evaluation Point Summary	9
5.2 Evaluation Process	10
5.2.1 Proposal Compliance	10
5.2.2 Contacting Offerors	10
5.2.3 Finalist Selection	10
APPENDIX 1: Acknowledgement of RFP Receipt Form.....	11
APPENDIX 2: Proposal Form.....	13
APPENDIX 3: Scope of Work.....	14-15
APPENDIX 4: Campaign Disclosure Form.....	16-17

REQUEST FOR PROPOSALS

For

PROFESSIONAL SERVICES

In

**Planning, Planning Support, and Implementation of
Transit Oriented Development near NM Rail Runner
Express Stations**

MRCOG Procurement No. 2007-04

Issue Date: September 22, 2006

Pre-Proposal Conference: none

Proposal Due Time/Date: **October 18, 2006 – 12:00 noon MST**

Mid-Region Council of Governments

809 Copper Ave., NW, Albuquerque, New Mexico 87102

Phone: (505) 247-1750, Fax: (505) 247-1753

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1. INTRODUCTION

1.1 Purpose of this Request for Proposals

The Mid-Region Council of Governments (MRCOG) desires to utilize a qualified team of professionals who have the required skill sets to assist with the planning and implementation of transit oriented development (TOD) near New Mexico Rail Runner Express commuter rail stations. MRCOG invites firms (Offerors) to submit proposals for a contract for the work indicated in the title page in accordance with the specifications contained in this request for proposal (RFP). This RFP contains specific requests for information.

The purpose of this procurement is to select a Contractor(s) to assist the MRCOG and cooperating entities in planning, planning support and implementation services for station area planning and transit oriented development.

Contingent upon MRCOG's satisfaction with the performance of the selected Contractor and acceptance of project deliverables under a Contract negotiated for services described in this RFP, MRCOG may consider extending or renewing the Contract. The contract, including any extensions or renewals, may not exceed four years in total.

This project may be funded in part through federal funds. As such, applicable federal laws, regulations, and guidelines will be adhered to by the Contractor as part of the contract.

1.2 Scope of Work

The MRCOG desires to access "on call services" that cover a range of skills in planning, planning support and implementation services for station area planning and transit oriented development.

The specific skills of interest are presented as elements in Appendix 3 of this RFP under the heading "Specifications." Offerors may submit on one or all of the required skill elements. The skill elements are Element 1: "Planning and Public Involvement", Element2: "Engineering and Infrastructure Analysis", and Element 3: "Market and Fiscal Analysis and Development."

1.3 Scope of Procurement

The scope of the procurement shall encompass the defined scope of work and any extensions or renewals thereof, as part of a multi-year contract.

1.4 Procurement Manager

The MRCOG has designated a Procurement Manager who is responsible for the conduct of this procurement. The Procurement Manager is:

Tony Sylvester
Special Projects Planner
Mid-Region Council of Governments
809 Copper N.W.
Albuquerque, NM 87102
Phone: 505-724-3635, Fax: 505-247-1753
E-mail: tsylvester@mrcog-nm.gov

Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager. Offerors may ONLY contact the Procurement Manager regarding the procurement. Other MRCOG employees or others involved with this project do not have the authority to respond on behalf of the MRCOG.

1.5 Definitions

This section contains definitions and abbreviations that are used throughout this RFP.

"Close of Business" means 5:00 PM local time.

"Contract" means a written agreement for the procurement of items of tangible personal property or services.

"Contractor" means a successful Offeror who enters into a binding contract.

"Determination" means the written documentation of a decision by the Procurement Manager or Procurement Officer including findings of fact supporting a decision. A determination becomes part of the procurement file.

"Desirable" The terms "may", "can", "should", "preferably", or "prefers" identifies a desirable or discretionary item or factor (as opposed to

"mandatory").

"Evaluation Committee" means the members of the project that will evaluate the proposals.

"Evaluation Committee Report" means a document prepared by the Procurement Manager and the Evaluation Committee for submission to the Executive Director for contract award. It contains all written determinations resulting from the procurement.

"Finalist" is defined as an Offeror whose offer complies with all the mandatory specifications of this RFP and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

"Mandatory" The terms "must", "shall", "will", "is required", or "are required", identify a mandatory item or factor (as opposed to "desirable"). Failure to comply with a mandatory item or factor will result in the rejection of the Offerors proposal.

"MRCOG" means the Mid-Region Council of Governments of New Mexico (MRCOG).

"TOD" means transit oriented development.

"Offeror" is any person, corporation, or partnership who submits a proposal.

"Procurement Manager" means the person or designee authorized by the Executive Director of MRCOG to manage and administer this procurement and contract.

"Procurement Officer" means the person or designee designated by the MRCOG to oversee all MRCOG procurement.

"Request for Proposals" or "RFP" means all documents, including those attached or incorporated by reference, used for soliciting proposals.

"Responsible Offeror" means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation

and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.

"Responsive Offer" or "Responsive Proposal" means an offer or proposal that conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements.

1.6 Background Information

The MRCOG is an association of local governments in central New Mexico. Members include county, municipal and special purpose units of government in the Counties of Bernalillo, Sandoval, Tarrant, and Valencia.

The MRCOG and the NMDOT have implemented the New Mexico Rail Runner Express, which began limited operations in July 2006. The Rail Runner corridor between Belen and Bernalillo is 48 miles long and has 9 stations. Each of these stations offers varying opportunities for TOD. The MRCOG desires to evaluate these opportunities and to develop implementation plans for TODs at selected station locations. The MRCOG desires to assist the local jurisdictions in implementing TOD in the station areas in a manner which helps the local jurisdiction achieve its community objectives.

2. **CONDITIONS GOVERNING THE PROCUREMENT**

This section of the RFP contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

2.1 Sequence of Events

The Procurement Manager will make every effort to adhere to the Procurement Schedules shown in this RFP. The time frames shown however may be subject to change at the

discretion of the MRCOG.

Issue RFP – September 22, 2006

Proposals Due – **noon** October 18, 2006

Evaluation Committee – week of October 23, 2006

Orals (if Necessary) – week of October 30

Selection of Finalist(s) – week of October 30, 2006 or November 6 if Orals are necessary

2.2 Explanation of Events

2.2.1 Pre-Proposal Conference

There will not be a pre-proposal conference.

2.2.2 Distribution List Response

Potential Offerors should hand-deliver, electronically mail, return by facsimile or by registered or certified mail the "Acknowledgement of RFP Receipt Form" that accompanies this document (See Appendix 1) to have their organization placed on the procurement distribution list. Offerors **must include an email address** on the Acknowledgement of RFP Receipt Form. The distribution of written responses to questions and any RFP amendments will be emailed to the email address submitted on the Acknowledgement of RFP Receipt Form.

The procurement distribution list will be used for the distribution of written responses to questions and any RFP amendments.

Failure to return the "Acknowledgement of RFP Receipt Form" shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror's organization name shall not appear on the distribution list.

2.2.3 Deadline to Submit Additional Questions

Potential Offerors may submit additional written questions as to the intent or clarity of this RFP until 12:00 noon – October 10, 2006. All written questions must be addressed to the Procurement Manager.

2.2.4 Response to Written Questions/RFP Amendments

Written responses to written questions and any RFP amendments will be distributed to all potential Offerors whose organization name appears on the procurement distribution list. An "Acknowledgement of Written Responses Receipt Form" will accompany the distribution package. The Offerors must sign the form and hand-deliver, electronically mail, return by facsimile or by registered or certified mail by the date indicated thereon. Failure to return this form shall constitute a presumption of receipt and withdrawal from the procurement process and the Offeror's organization name will be deleted from the procurement distribution list.

2.2.5 Submission of Proposal

All proposals must be received by the Procurement Manager or designee no later than the time on the date shown on the cover page of this Request for Proposals. Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal as it is received. Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section 1.4. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the name of the procurement on the cover sheet. Proposals submitted by facsimile or electronic mail will not be accepted.

A public log will be kept of the names of all Offeror organizations that submitted proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing Offerors prior to contract award.

2.2.6 Proposal Evaluation

An Evaluation Committee will evaluate proposals. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. The Offerors SHALL NOT initiate discussions. Potentially responsive proposals are proposals that are reasonably susceptible of being made responsive. After the Evaluation Committee has evaluated the proposals they

may recommended a single finalist to the Executive Director or initiate additional steps in the process.

2.2.7 Selection of Finalists

The Procurement Manager will provide the list of finalists to the Executive Director. The Procurement Manager will notify the finalist Offerors of their selections. Only finalists will be invited to participate in the subsequent steps of the procurement. The final schedule for the oral presentations (if necessary) will be determined at this time.

2.2.8 Oral Presentation by Finalists

Finalist Offerors may be required to present their proposals to the Evaluation Committee. The Procurement Manager will schedule the time for each Offeror presentation. All Offeror presentations will be held at 809 Copper NW, Albuquerque. Each presentation will be limited to thirty minutes with up to an additional thirty minutes for questions and answers.

2.2.9 Best and Final Offers from Finalists

Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers.

2.2.10 Contract Negotiations

The contract will be negotiated with the most advantageous Offeror(s). In the event that mutually agreeable terms cannot be reached within a reasonable time the MRCOG reserves the right to negotiate a contract with the next most advantageous Offeror without undertaking a new procurement process.

2.2.11 Contract Award

The contract shall be awarded to the Offeror or Offerors whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP.

Contracts are not valid until signed by the Executive Director of the MRCOG.

2.2.12 Protest of Award

An Offeror who has submitted a responsive Offer on this RFP may protest the award of a contract resulting from the RFP. The protest must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations. The protest period will begin on the day following the contract award and will end at close of business on the following fifteenth calendar day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the Procurement Officer. The protest must be delivered to the Procurement Officer.

Janice Carolan, Procurement Officer
Mid-Region Council of Governments
809 Copper NW
Albuquerque, New Mexico 87102-3429

Protests received after the deadline will not be accepted.

2.3 General Requirements

This procurement will be conducted in accordance with the MRCOG Procurement Policy and the New Mexico Procurement Code.

The MRCOG requires that all Offerors agree to be bound by the "General Requirements" contained in this RFP. Any Offeror concerns must be promptly brought to the attention of the Procurement Manager.

2.3.1 Acceptance of Conditions Governing the Procurement

Offerors must indicate their acceptance of the "Conditions Governing the Procurement" section in the letter of transmittal.

Submission of a proposal constitutes acceptance of the evaluation factors contained in Section 5 of this RFP.

2.3.2 Incurring Cost

Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

2.3.3 Prime Contractor Responsibility

Any Offeror awarded a contract as a result of this RFP will be solely responsible for fulfillment of the contract with MRCOG. The MRCOG will make contract payments to only the prime contractor.

2.3.4 Subcontractors

Intended use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. The prime contractor shall be solely responsible for the entire performance of the contract whether or not subcontractors are identified in the proposal or used in the performance of the contract.

2.3.5 Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The MRCOG personnel will not merge, collate, or assemble proposal materials.

2.3.6 Offerors' Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offeror's duly authorized representative addressed to the Procurement Manager.

2.3.7 Proposal Offer Firm

Responses to this RFP will be considered firm for ninety calendar days after the due date for receipt of proposals.

2.3.8 Disclosure of Proposal Contents

The proposals will be kept confidential until a

contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for the material that is proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

Confidential data is normally restricted to confidential financial information concerning the Offerors organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Procurement Officer shall examine the Offerors request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data or proprietary data.

2.3.9 No Obligation

This procurement in no manner obligates the MRCOG to the use of any proposed professional services until a valid written contract is awarded and approved by the appropriate authorities.

2.3.10 Termination of RFP

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the MRCOG determines such action to be in the best interest of the MRCOG.

2.3.11 Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Sending written notice to the contractor will affect such termination. The contractor will accept the MRCOG's decision as to whether sufficient appropriations and authorizations are available as final.

2.3.12 Governing Law

The laws of the state of New Mexico shall govern this procurement and any agreement with Offerors that may result.

2.3.13 Basis for Proposal

Only information supplied by the MRCOG in writing through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.

2.3.14 Contract Terms and Conditions

The contract between the MRCOG and a contractor will follow the format specified by the MRCOG. An Offeror may review the form of contract at the office of the Procurement Manager. However, the MRCOG reserves the right to negotiate with a successful Offeror provisions in addition to those contained in this RFP.

Should an Offeror object to any of the MRCOG's terms and conditions, as contained in this Section, that Offeror must propose specific alternative language. The MRCOG may or may not accept the alternative language. General references to the Offerors terms and conditions or attempts at substantive or complete substitutions are not acceptable to the MRCOG and will result in disqualification of the Offerors proposal.

Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

2.3.15 Approval of Contractor Personnel

Personnel proposed in the Contractor's written

proposal to the procuring agency are considered material to any work performed under this RFP and subsequent contract.

During the course of this procurement and after the contract has been signed, no changes of personnel will be made by the Contractor without prior written consent of the Procurement Manager. Replacement of any Contractor personnel, if approved, shall be with personnel of equal ability, experience and qualifications. The Contractor will be responsible for any expenses incurred in familiarizing the replacement personnel to insure their being productive immediately upon receiving assignments. Approval of the replacement personnel shall not be unreasonably withheld.

The MRCOG shall retain the right to request the removal of any of the Contractor's personnel at any time.

2.3.16 Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the MRCOG and the selected Offeror and shall not be deemed an opportunity to amend the Offerors proposal.

2.3.17 Offeror Qualifications

The Procurement Manager may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Procurement Manager will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.

2.3.18 Right to Waive Technical Irregularities

The MRCOG reserves the right to waive technical irregularities. The MRCOG also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the MRCOG.

2.3.19 Project Team Prohibited Activities

MRCOG employees or MRCOG committee or board members or volunteers are prohibited from participating directly or indirectly in the preparation of this procurement when the employee knows that the individual or any member of the individual's family has a financial interest in the business seeking or obtaining a contract.

2.3.20 Notice – Civil and Criminal Penalties

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

2.3.21 MRCOG Rights

The MRCOG reserves the right to accept all or a portion of the proposal of an Offeror selected for award.

2.3.22 Right to Publish

Throughout the duration of this procurement process and contract term, potential Offerors, and contractors must secure from the MRCOG written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the Offerors proposal or termination of the contract.

2.3.23 Ownership of Proposals

All documents submitted in response to this RFP shall become the property of the MRCOG. However, any technical or user documentation submitted with the proposals of non-selected Offerors shall be returned after the expiration of the protest period. Offerors not selected for award of a contract may pick up the documentation at the MRCOG office within a fifteen-day period following the protest period.

2.3.24 Electronic mail address required

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive this correspondence.

2.3.25 Use of Electronic Versions of this RFP

This RFP is being made available by electronic means. If accepted by such means, the Offeror acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Offerors possession and the version maintained by the MRCOG, the version maintained by the MRCOG shall govern.

3. RESPONSE FORMAT AND ORGANIZATION

3.1 Number of Responses

Offerors shall submit only **one** proposal for this RFP.

3.2 Number of Copies

Offerors shall deliver: **one original, seven (7) identical copies, two digital copies:** one complete copy and one electronic copy without "Proprietary" information in PDF format to the location specified in Section 1.4 on or before the closing date and time for receipt of proposals.

3.3 Proposal Format

All proposals must be typewritten on standard 8 1/2 x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section.

Pages shall be single spaced with a font of no less than number 10.

Total pages shall not exceed twelve (12) per element, excluding drawings and exhibits.

3.3.1 Proposal Organization

The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated.

- A. Proposal Form (Appendix 2) (Tab 1)
- B. Project Understanding (Tab 2)
- C. Qualifications and Resources (Tab 3)
- D. Past Projects: Experience / References (Tab 4)
- E. Price (Tab 5)
- F. Campaign Contribution Disclosure Form (Tab 6) **Note: attached as Appendix 4**

Within each section of the proposal, Offerors shall address the items in the order in which they appear in this RFP. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

3.3.2 Proposal Form

Each proposal must contain - as the first item in the organized and indexed sequence – the fully executed Proposal Form. Failure to provide the form with all the information indicated to be inserted may result in rejection of the proposal as non-responsive.

4. SPECIFICATIONS

Offerors should respond in the form of a thorough narrative to each mandatory specification. The narratives along with required supporting materials will be evaluated and awarded points accordingly. Because MRCOG is interested in securing expertise covering many skills **offerors may propose on any or all of the elements outlined in Appendix 3. Offerors should specify which elements they are proposing on. Each of the elements in Appendix 3 will be evaluated separately and will be eligible for separate awards.**

4.1 Project Understanding

Offerors shall provide a narrative on their understanding of the proposed work.

4.2 Qualifications & Resources

Offerors shall provide a description of their

qualifications and resources applicable and available for this specific project.

4.3 Past Projects: Experience / Client References

Offerors shall provide a description of relevant previous experience. This section must also include a listing of client references, including the name of the organization, a description of the type of work performed and the name and telephone number of the individual(s) responsible for overseeing the work.

4.4 Price

Offerors shall provide a fully burdened hourly rate for each of the key individuals in the proposal and a description of **any** other potential expenses that the offeror expects payment for under the contract that are **not** covered by the burdened hourly rate.

5. EVALUATION

5.1 Evaluation Point Summary

The following is a summary of evaluation factors with point value assigned to each. These factors, along with the general requirements, will be used in the evaluation of Offeror proposals.

<u>Evaluation Factor</u>	<u>Points</u>
1. Project Understanding	20
2. Qualifications and Resources	40
3. Past Projects: Experience / Client References	30
4. Price	10
SUBTOTAL	100
4. Oral Interview (if necessary)	30
TOTAL AVAILABLE	130

5.2 Evaluation Process

The evaluation process will follow the steps listed below:

5.2.1 Proposal Compliance

All Offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.

5.2.2 Contacting Offerors

The Procurement Manager may contact the Offeror for clarification of the response as specified in Section 2.2.6.

5.2.3 Finalist Selection

Responsive proposals will be evaluated on the factors in Section 5 that have been assigned a point value. The responsible Offerors with the highest score(s) will be selected as Finalist Offerors based upon the proposals submitted. The Evaluation Committee may then make a recommendation to MRCOG Executive Director for award or solicit Oral Interviews from the finalists. Finalist Offerors may then be asked to participate in Oral Interviews. At the conclusion of the Oral Interviews additional points may be awarded in accordance with Section 5. The Evaluation Committee may then make a final recommendation for award to MRCOG Executive Director. The Offeror making the most advantageous proposal to MRCOG, taking into consideration the evaluation factors in Section 5 will be recommended for contract award. MRCOG reserves the right to recommend, qualify and utilize more than one finalist for participation in the work associated with this RFP. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.



REQUESTS FOR PROPOSALS

RFP#: 2007-04

ACKNOWLEDGEMENT OF RFP RECEIPT FORM

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix 4.

The acknowledgement of receipt should be signed and returned to the Procurement Manager. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal for the procurement checked below, will receive copies of all Offeror written questions and the MRCOG's written responses to those questions as well as RFP amendments, if any are issued.

Firm / Individual		
Represented by		Title
Phone No.		Fax No.
E-mail Address		
Address		
City/State/Zip Code		
Signature *		Date

* For e-mail transmittal only type name if different from "Represented by" above. All others must provide a formal signature.

This name and address will be used for all correspondence related to the Request for Proposals.

Firm ☐ does ☐ does not (**check one**) intend to respond to this Request for Proposals.

Return to: Tony Sylvester
 809 Copper NW, Albuquerque, NM 87102-3429
 Phone: 505-724-3635, Fax: 505-247-1753
 E-mail: tsylvester@mrcog-nm.gov

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To: Mid-Region Council of Governments
 809 Copper NW
 Albuquerque, NM 87102
 Attn: Procurement Manager

PROPOSAL FORM

Proposing Organization			
Mailing Address			
City/State/Zip Code			
Head of Organization			
Title			
Telephone Number		Fax Number	
Proposal Contact Person			
Title			
Telephone Number		E-Mail Address	
Contract Signatory Authority			
Title			
Telephone Number			
Tax/Legal Status	<input type="checkbox"/> Corporation	<input type="checkbox"/> For Profit	<input type="checkbox"/> Not-for-Profit <input type="checkbox"/> Government
	<input type="checkbox"/> Individual		
Federal ID Number			State ID Number

1. I (We) am submitting on the procurement.
2. I (We) accept the Conditions Governing the Procurement stated in Section 2.3.1.
3. I (We) acknowledge receipt of any and all amendments to this RFP, Nos. _____ to _____.

Signature of Officer _____ Date _____



Appendix 3: Specifications

Planning, Planning Support, and Implementation of Transit Oriented Development near New Mexico Rail Runner Express Commuter Rail Stations

The Mid-Region Council of Governments is requesting proposals for the planning and implementation of TOD (Transit Oriented Development) in areas near New Mexico Rail Runner Express commuter rail stations. The project intent is to determine the TOD opportunities available, develop appropriate plans, and to initiate the implementation of TOD. The specific efforts will vary by community based on existing conditions, existing land use plans, TOD potential and other factors.

An aggressive schedule is anticipated for this project. Planning, planning support and implementation activities may be occurring simultaneously in more than one station area.

The MRCOG desires to utilize a qualified team of professionals who have the required Planning and Public Involvement, Engineering and Infrastructure Analysis, and Market and Fiscal Analysis and Development skills described below:

Element 1: Planning and Public Involvement

Skills required for these activities include:

- Land use / station area planning: Specific skills required include land use planning; visioning; using demographic, economic, and physical conditions to inform land use plans; developing urban design guidelines; creative approach to parking; analyzing existing zoning and drafting recommendations for zoning changes. Areas of expertise include land use; building moratoriums; strategies for land acquisition and assembly; zone changes.
- TOD expertise: Skills include determining appropriate TOD type and intensity; planning for diverse, mixed use, inter-modal and pedestrian oriented communities near transit stations; identifying obstacles to TOD development; developing strategic plans for TOD; and implementing development and joint development programs.
- Transportation planning: Includes developing recommendations and plan elements for enhancing pedestrian and bicycle connections within the station area and developing recommendations for intermodal connections between the station area and local activity centers.
- Public Involvement: Required skills include ability to lead and / or assist local government staff in community outreach efforts including performing community outreach; organizing and conducting charrettes; conducting public meetings; and the ability to solicit input from residents, public officials and stakeholders in each community.

Element 2: Engineering and Infrastructure Analysis

Skills required for these activities include:

- Engineering: Skills include engineering streets and parking areas; bikeways and pedestrian facilities; civil engineering; and site design for residential, commercial and public projects.
- Infrastructure assessment: Identifying and assessing infrastructure deficiencies; developing preliminary cost estimates (both capital and ongoing O&M costs) for public infrastructure improvements; and develop phasing options for public improvements.

Element 3: Market and Fiscal Analysis and Development

Skills required for these activities include:

- Market analysis: Required skills include identifying and analyzing current and future market and economic factors that will impact the potential of TOD in each station area (including land characteristics, the local and regional real estate market) and suggesting land use classifications and phasing that accommodate these uses.
- Financial and Fiscal Analysis. Analyze the financial feasibility and fiscal impacts of proposed land uses, redevelopment, joint development opportunities, and specific development proposals. Identify and evaluate potential funding sources and requirements.
- Development: Specific skills include structuring and implementing joint development, development agreements, land development, and development financing.

APPENDIX 4

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Section 13-1-19.1 NMSA 1978, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means any person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, associations or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

Signature

Date

Title (position)

-OR-

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)